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DFS LEXINGTON STAFF MOVE INTO NEW OFFICE SPACE

Written by:
Jeff Horton

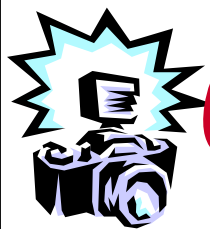
On March 23rd, Adult Care Licensure and Mental Health Licensure and Certification Section staff stationed in Lexington moved into a new 5,541 square foot office located at 48 U.S. Highway 64 West at the Lexington Center. The new space consists of 28 offices, a conference room, and secure filing. Staff were very happy to get in to the new space as they had been located in temporary office space since June of 2006 and in September, Adult Care staff had to move (separately) to another temporary office space. Now that both sections are together in one space, operations will be more efficient for staff and the division as a whole.



The numbers for the sections in Lexington are as follows:

Adult Care Licensure - (336) 236-7420;
Mental Health - (336) 236-7309;
Fax (both sections) - (336) 236-7426.

Many thanks go out to staff involved in the move with special thanks to Paul Pennell, who was instrumental in planning and overseeing all of the moving including the temporary space. In addition, Rebecca Barefoot from the Data Management Section also worked very hard to ensure computers were up and running with minimal down time. Pictures of the new space will be forthcoming in the August edition of the *Newsletter*.



Coming Soon
Pictures of the NEW office space!!

ENJOY WHAT YOU DO AND DO WHAT YOU ENJOY

Editorial by: M. Wayne Denning

Originally, I had planned to write or comment on the following text that I borrowed from my Team Leader's wall. It is what he believes and when I read it for the first time I marveled how true it was of me. Perhaps the writer of this opinion is just trying to say "Work hard at the games you play and enjoy your work so much – it is like play!"



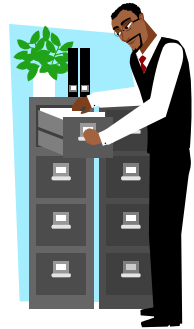
Translation –
Enjoy what you do and do what you enjoy!

A master in the art of living draws no sharp distinction between his work and his play, his labor and his leisure, his mind and his body, his education and his recreation.

He hardly knows which is which. He simply pursues his vision of excellence through whatever he is doing and leaves others to determine whether he is working or playing.

To himself he always seems to be doing both.

François-René, vicomte de Chateaubriand



PROMOTIONS WITHIN THE DIVISION

There have been promotions within the division since the January 2007 edition of the *Newsletter* which we would like to highlight. We would like to congratulate you all and wish you the best in your new positions!

- Barbara Chorney, OEMS, has been promoted from Staff Development Coordinator to Public Health Nurse Consultant II.

- Betty Merritt, Adult Care Licensure, has been promoted from a Facility Survey Consultant I to a Facility Survey Consultant II with our Clinton office.
- Catherine DeBernardo, Adult Care Licensure, has been promoted from a Facility Survey Consultant I to a Facility Survey Consultant II with our Lexington office.



TIPS FROM DATA MANAGEMENT

- If you get "Login Failed" when you try to get into Email, make sure your **CAPS LOCK** is not turned on. **NOTE TO LAPTOP USERS:** Make sure your **NUM LOCK** is not turned on.
- If you get a message saying your Email account has been locked, contact Data Management at (919) 855-3845 to have your account unlocked. ITS has reduced the number of unsuccessful login attempts in Email from 10 to 3.
- If you save important documents to your Desktop, make sure you save a copy of them to your H: drive. If possible, create the shortcut on your Desktop to point to the H: drive for the document. All documents on the network are backed up which is extremely important if your PC crashes. **NOTE TO LAPTOP USERS:** You might prefer documents saved to the desktop or C:\My Documents so they are readily available for access when you are away from the office. Just remember to have backup copies on the network or another storage device, for example, a flash drive, CD, etc.
- Your network password is set to expire every 90 days. You have 3 grace logins. After that, if you have not changed your password, you will be locked out of the Local Area Network. You must contact Data Management to clear the lockout and reset your password.
- If you login and can access Email, Calendar, and the Internet, but cannot access applications such as Master Facility File, LTI, Aspen Central Office, Nurse Aide Registry, etc. you probably had a check mark in Workstation Only on the Novell Login Screen (the first thing you see when you turn your PC on). Double click on My Computer to check for network drives. If you do not see any of the network drives such as H:, I:, etc. you are not logged into the Local Area Network.



To correct this without having to reboot your PC, you can right click on the red N located in the lower right-hand corner of the taskbar. If you cannot see the red N, click on the < symbol on the taskbar. This will show any hidden icons. Left-click on Network Login. Login to the network. You should have access to all of the Network applications now.

The next time you reboot your PC, make sure Workstation Only is **NOT** checked. The only time you need to check Workstation Only is when you are using a laptop as a standalone unit, not connected to our Local Area Network. Remote Users who dial in would have Workstation Only checked.

- If you are bringing your laptop in to Data Management for any reason, please remember to bring the power cord and all drives (Diskette and CD drives).



CLOSE ENCOUNTERS OF THE WILD CRITTER KIND

Article by Samuel Cravotta

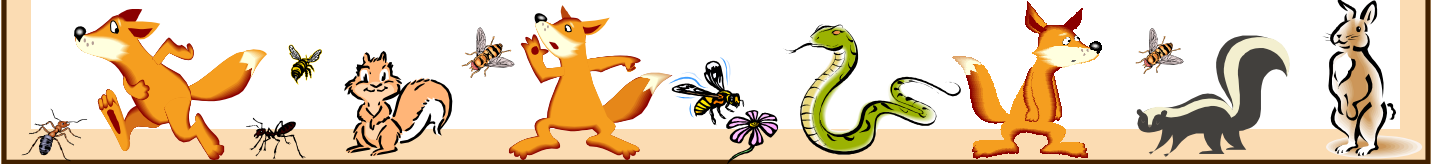
This time of year the warm weather makes wild animals of all sorts more active. On the various campuses of DFS around the state, there are numerous opportunities for Close Encounters of the Wild Critter Kind, with associated hazards. We have raccoons, foxes, squirrels and rabbits which may carry rabies. Our trash scavenging crows and ravens are well known pest. Watch out for nests of bees, hornets, wasps and also fire ants. In addition there are malodorous skunks and even silent but deadly snakes.

Last Summer, Bob Fitzgerald sent out the following E-mail to DFS employees: "As some of you probably already know a snake was found in one of the second floor men's rooms (of the Council Building). We do not know how the snake managed to get to the second floor. It was removed, but an employee was bitten in the process. I hope no one else encounters a snake or any other outdoor creature in a rest room or anywhere else in or around our buildings. If you do, however, please do not attempt to remove it yourself. Please call Dix Security and let them arrange for removal."

In the immortal words of Paul Harvey, "Now here's the rest of the story." DFS Facility Architect Joel Luper, learned his snake handling skills growing up on a farm in the Ozark Mountains of Arkansas and some years back Joel worked in West Virginia. Regardless of where or how he learned the art of snake handling, when Joel heard that there was a black snake in the Men's Rest Room on the 2nd floor of the Council Building, he knew what he had to do. While others experienced difficulty trying to coax, the serpent into a cardboard box, Joel took more direct action by picking it up and shoving the creature into the box, to be set free out back. Unfortunately this vicious venomless viper had the unmitigated ungrateful umbrage to bite the hand of his wannabee rescuer.

As it turned out, the bite was just a skin prick with as much blood as you get from a rose thorn, but Joel had to fill out a two page injury report. "I'll never do it again", Joel exclaimed. "The snake doesn't bother me, but I don't want to have to do the paper work."

REMEMBER. If you do have a Close Encounter of the Wild Critter Kind, please do not attempt to deal with it yourself. Please call your local security or police and let them arrange for removal.



WELLNESS COMMITTEE BUDGET PLAN

Submitted by Debra A. Nichols

Complete this table with your budget plan information. You can delete any rows for types of expenses you do not plan to use--See the following page for a sample plan

AGENCY/FACILITY	Division of Facility Services	
CONTACT/PHONE	McKenzie L. Cook 919-855-3938	
AMOUNT REQUESTED: \$ 875.00		
TYPES OF PROGRAM EXPENSES	DESCRIPTION OF SPECIFIC EXPENDITURES	PROJECTED AMOUNT
Renovations and furnishings to create or improve exercise, eating, or rest areas	Decorative Health Posters and Accessories for all of DFS Buildings RELATED OBJECTIVE: By April 2007 Lineberger and Council Building would create a more functional wellness room.	150.00
Educational materials and videos	Various Exercise and Wellness Tapes RELATED OBJECTIVE: By February 2007 Wellness Committee would like all DFS Buildings to have at least 1-2 tapes at their disposal for employees use in the wellness room	75.00
Health screening equipment (e.g., BP cuff)* and health screening costs	First Aid Kits-Industrial Metal Case -30.90 (x6)= 185.40 MicroLife 3BTO-AP Digital Blood Pressure Cuff- 70.00 (x6)= 420.00 RELATED OBJECTIVE: By February 2007 Wellness Committee would like to purchase first aid kits and digital blood pressure cuffs for all DFS Offices in North Carolina.	605.40
ADMINISTRATIVE EXPENSES		
Office supplies and printing, copying, and communication costs	Cost to upkeep bulletin boards and cost of paper for flyers RELATED OBJECTIVE:	40.00
	TOTAL	870.40

2006 - 2007

PERSONNEL NEWS

SUPPLEMENTAL RETIREMENT PLAN MEETINGS

The following meetings have been scheduled with Prudential Retirement and Great West Deferred Compensation:

Great West: Monday, April 30 at 9:00
in Room 201 of the Council Building in Raleigh

Prudential 401(k): Monday, May 14 at 9:00
Room 142 of the Council Building in Raleigh

Please contact DFS Personnel if you want to attend either of these meetings.
 For those employees who cannot attend the meetings in Raleigh,
 we will be working on scheduling meetings in the west.

Retirement Plans At-A-Glance In 2007

Retirement programs became more attractive than ever in 2007. The table below shows how the main features of available saving programs compare, effective January 1, 2007.

Feature	457 **	IRA	401(k)	403(b)
<u>Annual Savings</u>				
Maximum Contributions	\$15,500	\$5,500	\$15,500	\$15,500
Age 50+ Catch-Up Allowed	Yes	Yes	Yes	Yes
Retirement Catch-Up Allowed	Yes	No	No	Yes
Eligible For Tax Credit	Yes	Yes	Yes	Yes
<u>Access to Savings Upon Severance from Employment</u>				
Rollover to Other Plans	Yes	Yes	Yes	Yes
Withdrawal Flexibility	Yes	Yes	Yes	Yes
<u>Withdrawals Subject To Penalty</u>				
Withdrawal Penalty For To Age 59 1/2	No	Yes*	Yes*	Yes*

*Some exceptions may apply, but generally there is a 10% penalty for withdrawals prior to 59 1/2.

**All references to 457 plans are to Governmental 457(b) plans

This information is found on the state website:

<https://ncdefcomp.gwrs.com/login.do>



NEW DFS EMPLOYEES

New DFS employees since the last newsletter are listed below:

Construction

Jonathan Wallace
Oshun Williams
Charles Bancroft
William Bancroft
William Mobley
Robert Getchell
Edward Miller

Mental Health L&C

Virginia Hughes
Rhonda Smith
Larry Ellefson-
(welcome back)

Adult Care Licensure

Mandy Nibby
Frances Messer
Mary Morrissey
Susan Brantley-
welcome back

OEMS

Mark Chambers

Greenville Office
Jenny Clark

Lexington Office
Tammy Hall
James Brown
Lisa Thomason

Division Office

Kyle Fay

Acute and Home Care Licensure & Certification

Dionne Manning

Asheville Office
Clifton Compton –
welcome back!

Clinton Office
Karen Boyd

Certificate of Need

Les Brown

Nursing Home Licensure & Certification

Nakunda Blue
Kathleen Sphar

Health Care Personnel Registry

Athena Foreman
Sharon Dawkins



Retirees

Cindy Pearce, Construction Section, 4/1/07

General reminders for building and electrical safety in the workplace:

- No coffee pots, microwave ovens, refrigerators are allowed unless pre- approved in accordance with Division Directive 34. Please call the Construction Section if you have questions.
- Keep the area in front of electrical panels a minimum of 36 inches clear in front of the panel. The 36" clearance is from floor to ceiling. (OSHA)
- Do not leave microwave ovens in operation without direct visual supervision. Be careful about the surface tension effect from microwaving that can allow a superheated liquid to explode after the surface tension is disturbed.
- Extension cords are not allowed except for temporary presentations or temporary attended use. Extension cords are not to be used in lieu of permanent wiring systems. Do not use ground pin "cheater" devices to plug a grounded cord into an ungrounded (2 slot) receptacle outlet.
- NO candles or any other items with an open flame even during direct supervision are allowed.
- NO portable electric heaters are allowed.

TORNADO DRILLS AROUND NC

By Sam Cravotta



Where were you at 9:00 on Wednesday March, 14th?

Were you alarmed when you heard the steam plant whistle and/or alarm bells sounding?

Did you know what to do and where to go?

At North Carolina government facilities across the state, a Tornado Preparedness Drill was held. All state employees were required to quickly seek their designated Emergency Shelter. Safety personnel have predetermined which areas will provide acceptable shelter. The criteria for an emergency shelter includes: structurally sound areas, at ground level, or underground, and in spaces away from windows, such as corridors which are safe from flying glass.

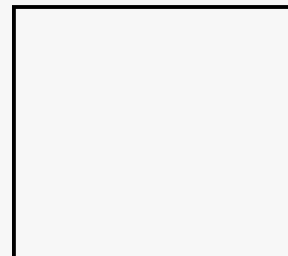
In the event of a real Tornado Emergency there are two different kinds of warnings:

Tornado Watch :

- 6 one second whistle blasts, or alarm bells (with intercom announcement, if available).
Conditions are right for a Tornado. Take cover as directed.

Tornado Sighting :

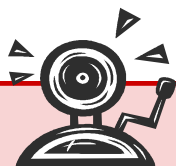
- 3 four second whistle blasts or continuous alarm bells, (with intercom announcement, if available).
This is the real thing. Close doors and immediately take cover in predetermined shelter areas.



Are you ready to respond when there is a real tornado? There could be a pop quiz!

ALARMED RESPONSE

By Sam Cravotta



Are you confused when you hear 1 short ring of the fire alarm in the Council building?

Do you know what to do and where to go?

Even new employees who have seen the Emergency Information Sheet are sometimes confused when they hear 1 short ring of the alarm. Every Monday, the Council Building generator is tested. If the fire alarm is not shut off during the generator testing, it will occasionally ring. When you hear 1 short ring, it is appropriate to take no action.

Fire or Drill Signal - Continuous ring of alarm. Response - Evacuate the building immediately without using the elevators.

Bomb Threat Signal - Continuous ring of alarm. Response - Evacuate the building immediately without using the elevators.

Tornado Sighting Signal – 3 short rings of alarm. Response - Close office doors and go to pre-determined area.
Do not take the elevator.

On Dix Campus (from the steam plant whistle) –

Three (3) 4-Second Blasts indicates a Tornado Warning.

Six(6) 1-Second Blasts indicates Tornado Watch Conditions are right for a Tornado.

One(1) 1-minute blast indicates all clear.



Recipes...

Hawaiian Chicken Salad

2 tbsp. prepared mustard
 2/3 cup pineapple juice
 3 tbsp. soy sauce
 2 tbsp. red wine vinegar
 1 tbsp. honey
 1-1/2 lb. chicken tenders
 1 bunch leaf lettuce
 One 14 oz. pineapple tidbits
 3 Anaheim peppers, sliced in rings
 1 small onion, sliced in rings
 1/2 cup almond slices, toasted
 1/4 cup sesame seeds, toasted



1. In saucepan, stir mustard and pineapple juice until blended. Add soy sauce, vinegar and honey; place over high heat and bring to a boil. Place chicken in a bowl and pour warm sauce over it; cover and refrigerate at least 1 hour. Remove chicken from marinade. Place marinade in small saucepan and boil 3 minutes. Place chicken on prepared grill (or broiler rack) about 6 inches from heat. Cook, turning and basting with boiled marinade, about 6 minutes or until fork can be inserted in chicken with ease.
2. To assemble salad, arrange lettuce on plate; then add pineapple, pepper rings and onion. Sprinkle with almonds and sesame seeds. Top with chicken tenders and spoon remaining marinade over all. Makes 6 servings.

Submitted by Wayne Denning:

One of his wife's dishes by popular demand.
 Even those who despise grits enjoy this one!

Baked Grits

6- Cups Water
 2 - Eggs
 2- Teaspoons Salt
 ? - Cup Cheddar Cheese or 4 - Slices
 1½ - Cups Grits (Uncooked)
 1 - Stick Butter
 ¾ - Cups Milk



Bring the water and salt to a boil. Add grits cooking them for one minute. Remove from heat and add the cheese and butter. Stir until ingredients are melted. Add beaten eggs and milk and stir. Bake for one hour at 350° F. in a 9½ X 13 inch pan.

Optional: Top with 2 sliced boiled eggs and lightly sprinkle with parsley flakes for color.

Enjoy!

DFS Newsletter Committee

Jeff Horton, Division Office
 Ruth Jolaoso, NH Lic & Cert
 Wendy Williams, Adult Care Lic
 Doris Kester, Personnel
 Sheri Wilder, NH Lic & Cert
 Lou Morton, Complaint Intake Unit
 Joan Byrd, Data Management
 Jessica Trembly, Office of EMS
 Rebecca Barefoot, Data Management
 Doug Barrick, Adult Care Lic
 Wayne Denning, MH Lic & Cert